

POSTING FILES IN THE DATA TRANSPORT SYSTEM



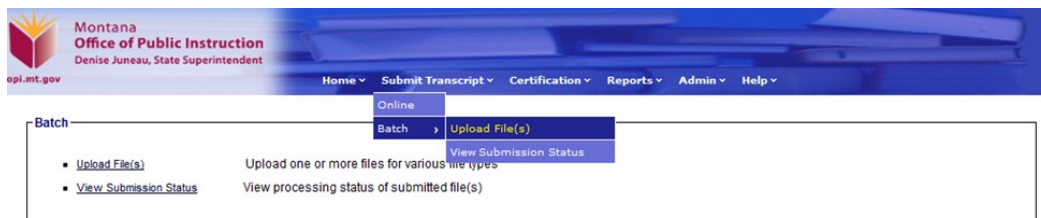
Generate Demographics, Course, and Assessment files in your SIS.



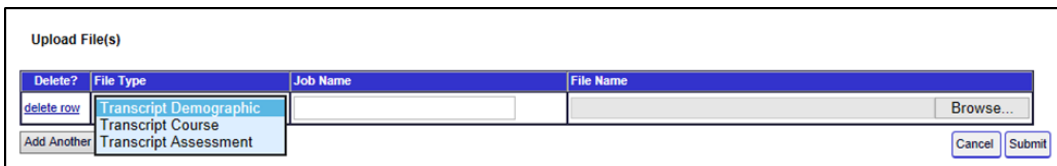
Login into datatransport.opi.mt.gov with your OPI Active Directory username and password. Go to the top of the screen to access the menu.



Go to Submit Transcript > Batch > Upload File(s) to access the Manage Submission File Upload screen.



Upload Files: Choose file type to upload, assign a Job Name, Browse for and select your file, and click Submit. Repeat this step for each file.




TIP Always process the Demographic file first.

Data Transport

System Help Desk:

1-877-424-6681,

Option 4.

You need three things before you begin:

1 Login credentials for the Data Transport System. OPI passwords expire every 60 days. Request a reset by calling the Data Transport System Help Desk: 1-877-424-6681, Option 4.

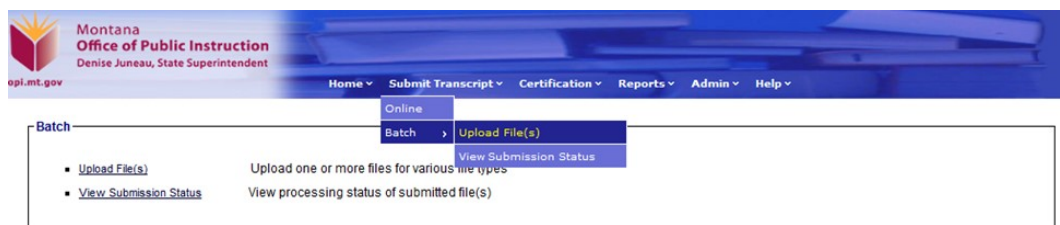
2 Login credentials for one of the following Student Information Systems: Infinite Campus, Schoolmaster, or PowerSchool.

3 Instructions for creating Montana Transcript extract files in your Student Information System.

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Go to Submit Transcript > Batch > View Submission Status



Click on Job Name when the File Status column says Ready for Review.

File Type:

File Status:

Submitter Name:

File List:

District:

Job ID:

Status Date: ☒ Submitted Date
☐ Status Date

Date Range-Start Date:

Date Range-End Date:

[Apply Filters](#) [Reset Filters](#)

[Upload Another File](#)

Displaying 1 - 5 of 5 Records | Viewing page 1 of 1 | Select the # of records to view: ☒ Default(10) ☐ 20 ☐ All

Job ID	Job Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time	Total Records	Passed	Rejected	Remove	Archive
11853	Assessment 11022015.tsv	Assessment Record	CP3302	11/5/2015 11:28:45 AM	Ready for Review	11/5/2015 11:30:05 AM	507	471	36		
11852	Course 11022015.tsv	Course Record	CP3302	11/5/2015 11:28:45 AM	Upload Failed	11/5/2015 11:28:45 AM				Remove	
11851	Demographics 11022015.tsv	Demographic Record	CP3302	11/5/2015 11:28:45 AM	Ready for Review	11/5/2015 11:30:01 AM	203	198	5		
11851	Demographics 11022015.tsv	Demographic Record	CP3302	11/5/2015 11:28:45 AM	Ready for Review	11/5/2015 11:30:01 AM	203	198	5		
11844	Course with School Code Tab Delimited.txt	Course Record	CP3302	11/3/2015 1:27:44 PM	Ready for Review	11/3/2015 1:29:01 PM	182	182	0		

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Review File Results: Go to Rejected Records Summary page by clicking the number of Rejected Records

Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
11779	Course Upload.csv	Course Upload.csv	Course Record	CP3302	10/6/2015 10:17:24 AM	Ready for Review	10/6/2015 10:19:02 AM

Total Schools In File	Schools Ready For Review	Schools In Review	All Posted Schools	Excluded Schools
1	1	0	0	0

Filter Options

School Status:

[Return to Submission Status](#)

District	Total Records	Passed	Rejected
All Schools	14225	1373	12852


Displaying 1 - 1 of 1 Records | Viewing page 1 of 1 | Select the # of records to view: ☒ Default(10) ☐ 20 ☐ All

School	Status	Modified Date/Time	Modifier	Total Records	Passed	Rejected
Great Falls High School-0134	Ready for Review			14225	1373	12852

Displaying 1 - 1 of 1 Records | Viewing page 1 of 1 | Select the # of records to view: ☒ Default(10) ☐ 20 ☐ All

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Review Rejected Records

A. Click on the  expand/collapse button in the Error Severity box to see all the errors.

Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
2697	Test 9 Course v2.csv	Test 9 Course v2.csv	Course Record	MSCh3	2/5/2015 2:59:37 PM	In Review	2/5/2015 3:02:40 PM

Filter Criteria

School:

Error Severity:

StateID:

Local Student ID:

State ID Record Results

Error Severity	Total Rejected Records	Total Errors
<input checked="" type="radio"/> Fatal Error	7	8

TRCRS005	Demographic record for State Student ID must exist in ODS	5	<input type="button" value="Show"/>
TRCRS011	Session Number and Session Type Code (Term) must be a valid combination	1	<input type="button" value="Show"/>
TRCRS006	State Course Code must be valid or may equal 00000 if Academic Year is prior to 2015-2016	1	<input type="button" value="Show"/>
GERR002	The value provided for the field is not a valid value from the Data Transport Code Sets	1	<input type="button" value="Show"/>

[View Submission Error Report](#) [Return to File Detail](#)

Displaying 1 - 1 of 1 Records | Viewing page 1 of 1 | Select the # of records to view: ☒ Default(10) ☐ 20 ☐ All

Student Name	StateID	Local Student ID	School	Error Code	Error Description	Field Name	Field Value	Error Severity
			Havre High School	TRCRS011	Invalid Session Number - Term combination	Session Number	0	01

[View Details](#)

C. To return to the Submission Status File Detail Screen, click Return to File Detail.

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Review Individual Records

Demographic Rejected Summary

Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
12470	Test File.csv	Demographic_Sub3.csv	Demographic Record	OpiUser1	5/31/2016 10:06:05 AM	In Review	5/31/2016 10:10:28 AM

Filter Criteria

School Name:
 Error Severity:
 State ID:
 Local Student ID:

Apply Filters

Reset Filters

State ID Record Results

Error Severity	Total Rejected Records	Total Errors
Fatal Error	1	4
Warning	1	4

View Submission Error Report

Return to File Detail

Displaying 1 - 4 of 4 Records | Viewing page 1 of 1 | Select the # of records to view: ☒ Default(10) ☐ 20 ☐ All

Student Name	State ID	Local Student ID	School Name	Error Code	Error Description	Field Name	Field Value	Error Severity	
[REDACTED]	1 - H	1 - 1	Have High School	GERR001	Required Field Missing	Student Home Address Line One		01	View Details
1 - 8	1 - 1	1 - 1	Have High School	GERR001	Required Field Missing	Student City		01	View Details

To view an individual record, click "View Details" button.



To return to Student Details page from the Filtered Criteria page, click Return to List.



Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
2758	Test File.csv	1027.csv	Demographic Record	JMcquirt	2/13/2015 1:47:08 AM	In Review	2/13/2015 2:10:06 AM

Filtered Criteria

School:
 Key Element Name:
 Key Element Value:

<< Previous Record
 Next Record >>
 (1 of 5)

Record Type Code	TR-DEM
School System Name	Have District 16 and A
School Name	Have High School
School Code	1450
School Address Line1	900 18th ST.
School Address Line2	
School City	Have
School State	MT
School Zipcode	59501
School Phone	4062656731
Student FirstName	
Student LastName	
Student MiddleName	
Suffix	
StateID	
Local Student ID	
Parent/Guardian FirstName	
Parent/Guardian LastName	
Student Home Address Line 1	



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Review Files. Follow Steps 5 and 6 to go to Passed Records Summary.

Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
11779	Course Upload.csv	Course Upload.csv	Course Record	CP3302	10/6/2015 10:17:24 AM	Ready for Review	10/6/2015 10:19:02 AM

Total Schools In File	Schools Ready For Review	Schools In Review	All Posted Schools	Excluded Schools
1	1	0	0	0

Filter Options

School Status:

District	Total	Passed	Rejected
All Schools	14225	1373	12852

Displaying 1 - 1 of 1 Records | Viewing page 1 of 1 | Select the # of records to view: ☒ Default(10) ☐ 20 ☐ All

School	Status	Modified Date/Time	Modifier	Total Records	Passed	Rejected
Great Falls High School-0134	Ready for Review			14225	1373	12852

Displaying 1 - 1 of 1 Records | Viewing page 1 of 1 | Select the # of records to view: ☒ Default(10) ☐ 20 ☐ All



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Determine how to handle errors

1. Review Error List (on opi.mt.gov/k20 website)
2. Use the Online Submission method to correct a single record:

(Submit Transcript > Online > Choose student record, Choose file type, Edit, make your corrections, Validate, and Post).

3. Repeat steps 1—10 to correct multiple records.

<http://opi.mt.gov/pdf/K20/ErrorList.xlsx>



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Click Post to Post the file. Repeat the Posting process for the Course and Assessment files after Posting the Demographic file. Once you have Posted the file, the file submission status (see Steps 5 and 6) will show as Complete.



Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
2590	Test 8 Assessment.csv	Test 8 Assessment.csv	Assessment Record	OUser1	1/29/2015 1:00:27 PM	In Review	1/29/2015 1:06:38 PM

Filter Options
School Status: All Apply Filters

Record Results

Total Records	7
Passed	7
Rejected	0
Submission Status	In Review

Post Exclude Return to File Detail

Warnings	Total Passed Records	Total Warnings
Warning Messages	7	0

Key Elements	Total By Key Element
All Records	7
Test	7
ACT	7
Subtest	7

Show

Post Exclude Return to File Detail

Next Process: Certify Data